



You can make your banking easier through an ACH Vendor Payment service (direct deposit) available from Galveston County. With an ACH Vendor Payment, you can choose to have your payments deposited directly into your checking or savings account at your designated bank, savings and loan, credit union, or any other member of an automated clearing house.

Direct deposit is safe. No worries about lost or stolen checks. No danger of fraud or forged checks.

You will receive your notice of deposit by email along with the same payment information previously noted on your check stub.

Your payments should be available in your account as approved by commissioner's court. The funds will be sent to your financial institution upon approval of the court.

Once you start direct deposit you will need to notify us in writing immediately if you change banks or account numbers. We will need at least a two week written notice to stop any direct deposit.

Thank You,

A handwritten signature in black ink, appearing to read "K Walsh", is written over the "Thank You," text.

Kevin C. Walsh, CPA
Galveston County Treasurer



**GALVESTON COUNTY DIRECT DEPOSIT
VENDOR/EMPLOYEE AUTHORIZATION FORM**

County EMPLOYEE County VENDOR

NAME (please Print or Type): _____

TIN#/SSN#/EMPLOYEE ID: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ CONTACT PERSON: _____

EMAIL (*required): _____

I (We) authorize Galveston County, to deposit payments into my (our) account. If Galveston County erroneously deposits funds into my (our) account, I (we) authorize Galveston County to initiate the necessary debit entries, not to exceed the total of the original amount credited for the current payment. This authorization will remain in effect until Galveston County has received written notice of termination and Galveston County has had reasonable opportunity to act on it. I (we) understand that a notice of deposit will be emailed by the Galveston County Treasurer's office. To make any changes, I (we) agree to submit a new Direct Deposit Authorization form with the updated information. If any action or inaction taken by the vendor results in non-acceptance of a direct deposit by the Financial Institution, vendor acknowledges that Galveston County has no responsibility to issue another payment until the funds are returned to the County. If non-acceptance by the Financial Institution is the result of action or non-action by the vendor, late fees and penalties do not apply to Galveston County and Galveston County is not responsible for any bank fees you may incur.

FINANCIAL INSTITUTION NAME: _____

CITY: _____ STATE: _____ ZIP: _____

ROUTING NUMBER: _____ BANK ACCOUNT NO: _____

CHECKING SAVINGS

ATTACH A VOIDED CHECK/OFFICIAL DOCUMENTATION FROM FINANCIAL INSTITUTION

I (We) decline Galveston County's offer of direct deposit payments into my (our) account. I (we) understand that the decision to opt into direct deposit can be changed at any time by submitting a new Direct Deposit Authorization form.

PRINTED NAME: _____ TITLE: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

PLEASE RETURN THIS FORM TO THE GALVESTON COUNTY TREASURER'S OFFICE

722 Moody Ave-4th Floor, Galveston, TX 77550 Phone: 409-770-5395, Fax: 409-770-5386, Email: EFTPAY@co.galveston.tx.us

For Office Use Only

PEID#: _____ Entered By: _____ Date Entered: _____